**Administrative Office of the Courts**

**Mediation and Conflict Resolution Office (MACRO)**

**187 Harry S. Truman Parkway, Annapolis, MD 21401**

NOFA #: N21-0006-25G

**FY2021 Conflict Resolution Project Grant**

**Application Cover Sheet**

[For all conflict resolution grant requests regardless of amount.]

**Organization Name**:

**Office/Department/Unit (if applicable):**

**Program Name (if different):**

**Address**:

**City**: **State**: **ZIP**:

**Federal Employee Identification Number (FEIN)**: **DUNS #** (if applicable):

**Amount Requested:** $ **Matching Funds:** $

(If applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Organization**  **Personnel** | **Name** | **Phone Number** | **Email** |
| Administrative Judge/ Organization Director: |  |  |  |
| Court Administrator/ Administrative Clerk: |  |  |  |
| Project Manager: |  |  |  |
| Project Finance Manager: |  |  |  |

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| --- | --- |
| **Authorizing Signatures**  *By signing below, the applicant agrees to abide by all terms of the Maryland Judiciary’s General Grant Conditions as well as the terms of the FY2021 Special Grant Conditions for Conflict Resolution Projects.* | |
| **Director/Administrative Authority:** | **Financial Authority:** |
|  |  |
| *Signature* | *Signature* |
|  |  |
| *Printed Name* | *Printed Name* |

*Title Date Title Date*

**Please compile your application into one PDF document and submit your application to:** [MACROgrants@mdcourts.gov](mailto:MACROgrants@mdcourts.gov) **by *March 27, 2020.***

**Application Checklist**

**Please be sure that your application contains everything on this list, and that you have arranged your materials in the following order:**

**All Applicants**

* + **Application Cover Sheet and Narrative Project Description (below)**
  + **Performance Goals Statement (separate Excel document)**
  + **Proposed Budget (separate Excel document)**

**Non-Profit Applicants ONLY (Please also include the items below.)**

* **Letters of support for your project and/or organization from partnering organizations (minimum of 2)**
* **List of Board of Directors, if appropriate; and their affiliations**
* **For NEW non-profit organizations or first-time applicants:** 
  + **501(c)3 IRS Letter and a W-9 Form**
  + **Your organization’s current annual operating budget**

**NOTICE**

**The following terms and conditions apply to this grant application, and any corresponding grant award. Please be sure to read both documents prior to submitting your application:**

**Maryland Judiciary General Grant Conditions:** [**http://mdcourts.gov/procurement/grants/index.html**](http://mdcourts.gov/procurement/grants/index.html)

**MACRO’s Special Grant Conditions for Conflict Resolution Projects:**

[**http://mdcourts.gov/procurement/grants/macro/index.html**](http://mdcourts.gov/procurement/grants/macro/index.html)

**Application Narrative (Project Description)**

1. **Applicant Information**

Briefly describe your organization and its mission. (**200 words or less**)

**2. Please briefly summarize your proposed project.** ***(Fill in italicized sections below.)***

<*Name of Organization>* will use grant funding to support the <*Name of Project>* to <*describe programs’ s main function and who program benefits/serves>* in <*list all counties served; statewide programs should list Maryland>*.

**PROJECT DESCRIPTION**

**3. Proposed Project**

1. *Who/What population will your program/project serve?*
2. *What is the need you are trying to address?*
3. *What activities does your program/project intend to accomplish in the next year?*
4. *Who will be involved in implementing the program/project and what will their roles and responsibilities be?*
5. *What type(s) of cases or disputes will your program/project serve?*
6. *What type(s) of ADR services will this project provide? If you will be providing or managing more than one type of ADR service (such as mediation and settlement conferences, or community conferencing and mediation), please describe how your program decides which cases or disputes types get referred to which process.*

Staff Roster

1. *How many active ADR practitioners does your program have?* \_\_\_\_\_\_ \_\_\_\_\_\_\_

*How many are: Mediators?* \_\_\_\_\_\_ \_\_\_\_\_\_\_

*Settlement conference facilitators?*  \_\_\_\_\_\_ \_\_\_\_\_\_\_

*Community Conference facilitators?*  \_\_\_\_\_\_ \_\_\_\_\_\_\_

*Other:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*?*  \_\_\_\_\_\_ \_\_\_\_\_\_\_

*Do you need more practitioners? If so, what is your plan to recruit/train more?*

1. *Quality Assurance. What does your program do to ensure that the public receives the highest quality services? Please be sure to describe your program’s continuing education requirements for practitioners, and how they are enforced, as well as any participant satisfaction survey data you collect and how you use that information.*

*If you use any exit survey or other surveys\*, please include a copy of them with your application. \*If your court uses ADRESS surveys, you do not need to include copies of those.*

*Please list all of the ways that consumers can give you feedback about your program.*

1. *If you are requesting funds for a new position or expanding an existing position, please explain why the position or expansion is needed. Include specifics about how your program will benefit with the addition, as well as a timeline for your hiring process. If you are requesting funding for part of a FT or PT position, please tell us the funding sources (even if they are potential) for the other portions of the position.* ***The job description and qualifications for the position must be attached to your application.***
2. *Will you be collecting fees for any part of your project or program? If so, how will those funds be used to support the program/project?*
3. ***For Circuit Court applicants only:***Please respond to the following items for your court related to the report *Programs, Services and Access: Baseline and Goals for All Circuit Courts, approved by the Judicial Council on January 20, 2016. The report can be found at the address below:* <http://courtnet/judicialcouncil/committees/courtoperations/pdfs/cthseequityreportbaselinegoalscircuit2016.pdf>

* Who is the **public** contact for information on ADR for your court? How does the public find that person?
* Do the staff who manage your ADR program(s) have mediation training?
* How is ADR incorporated as part of the court’s core operations?
* Is ADR included in the courts DCM plan?
* Does your court ask roster mediators to provide a limited number of free or reduced cost mediations to low means cases, as per Rule 17-205 (a)(8)? \_\_\_\_\_\_

If yes, how is this implemented?

1. ***For non-court applicants only:*** *How will your project benefit the courts and court users?*

**4. Project Timeline**

**Please outline your proposed timeline for your project:**

Description of Activities Estimated Dates

**GOALS AND EVALUATION**

**5. Performance Goals**

Most projects that MACRO funds provide one or more types of direct service, such as mediation or community conferencing, putting on a training for the public, staff or practitioners on a roster, or providing mentoring or observation services.

**Please download and complete the appropriate performance goals statement.**  Your completed table must be submitted with your grant application. All forms can be found at <http://mdcourts.gov/procurement/grants/macro/index.html>

**Circuit Court Programs**

**Community Conferencing Programs**

**All other Community Conflict Resolution Projects**

**Renewal Requests:**

* **If the amount of your service decreased or is projected to decrease from one fiscal year to the next, please provide an explanation below.**

**6. Program Goals**

In the table below, list the goals for your project, as well as the activities and measurable outcomes that will be used to accomplish your goals and measure your progress. Be as specific as possible.You may list as many goals as your project has. (An example can be found at the end of this section.)

Definitions

* ***Goals*** *= The short and long-term accomplishments that you hope to achieve with this project. These should be specific and measurable.*
* ***Activities*** *= The activities that will you plan to do to accomplish your goal.*

**We can help you develop your programmatic goals:** If you need assistance in determining your goals, you may contact MACRO’s Research & Evaluation Director, Nick White, at 410-260-3540 or by email at [nick.white@mdcourts.gov](mailto:nick.white@mdcourts.gov).

|  |
| --- |
| **Goal #1:** |
| Activities to accomplish this goal: |
| **Goal #2:** |
| Activities to accomplish this goal: |
| **Goal #3:** |
| Activities to accomplish this goal: |

**Example**

|  |
| --- |
| **Goal #1: Increase the return rate of participant feedback forms** |
| Activities to accomplish this goal:   1. Send email to all roster mediators explaining importance of getting the forms; give instructions on how & when to talk about the forms with participants. 2. Follow-up with mediators by email or phone to remind them to submit forms. 3. Inform mediators that they may not receive future case assignments if they regularly do not return forms. |

**7. Budget**

**Please complete the Proposed Budget with Justification Form and attach it to your application.**  You can download this Excel form at: <http://mdcourts.gov/procurement/grants/macro/index.html>

The budget proposal section of your application must include both a complete Budget Application and Budget Justification (See tabs at the bottom of the workbook).

**Renewal Requests:**

1. Please provide a justification below if either of the following apply to your budget request:
   * Salary increases for grant funded positions.
   * Individual fringe costs that are more than 25% of a salary.

Budget Form Instructions:

* Use the **Budget Application Tab** to outline your project budget including all anticipated expenses associated with the project, and other sources of potential funding. The amount of funds you are requesting from MACRO should be listed in the “Requested Amount” column, while funds you anticipate coming from another source should be listed in either the “Contributions Requested from Other Judiciary Sources” column (such as Juvenile and Family Services), or the “Contributions from Other (non-Judiciary) Sources” column.Please be sure to round your request to the nearest whole dollar.
* Use the **Budget Justification Tab** to explain how you calculated the amount you are requesting. This tab is NOT a place to write about the need for what you are requesting, but rather how you calculated the specific AMOUNT you are requesting.
* Your budget should include expenses that are directly related to the implementation of your project (your direct expenses). Allowable direct costs include, but are not limited to: personnel, consultants, equipment, training/education, printing, public outreach and education, food, and travel.
* When requesting funding for a staff position, please include the percentage of time that will be covered by the amount requested. For positions that will also be working on other non-MACRO funded projects, the total percentage of time an individual is assigned to various projects should never equal more than 100%. If an individual’s entire salary is to be paid for from a MACRO grant, that individual should not have any time allocated to other projects.
* Your request may include indirect costs, but you must specifically justify their inclusion. Indirect costs may not exceed 10% of the total MACRO funds requested. ***Courts and government agencies may not request indirect costs.***
* If your project will generate income, such as income from fees or registration costs, please be sure to include in your budget the amount of revenue you anticipate receiving and indicate how these funds will be used. Any revenue collected must be used to benefit the project.

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